

DD/S AGENDA
FILE Personnel 3

Director of Personnel

5-E-56 Headquarters

Harry -

I hope this covers the points
reasonably accurately.

I checked with the protocol office
at State on the matter of "The Honorable".
I was told that technically speaking only
those federal officials who are appointed by
the President and approved by the Senate are
entitled to "The Honorable". However,
individual departments and agencies do some-
times grant this salutation to "prestigious"
individuals belonging to those organizations.

(signed) John W. Coffey
John W. Coffey

1 SEP 1972

Deputy Director for Support
7-D-26 Headquarters

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DD/S:JWC:lhc (31 August 1972)

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DD/S 72-3419: Memo for the Record dtd 31 August 1972 frm DD/S subj:
Annual Awards Ceremony

EYES ONLY

DD/S 72-3419

1 SEP 1972

MEMORANDUM FOR THE RECORD

SUBJECT: Annual Awards Ceremony

1. On 29 August Mr. Fisher and I met with the Director to review the scenario for the ceremony on 18 September.

a. Prior to the Director's arrival Mr. Fisher will brief those present on the action plot. Apart from this the Director of Personnel will not appear on the stage.

b. The Director will enter with Dr. Kissinger and proceed to their chairs on the stage where they, together with all in the auditorium, will remain standing for the national anthem. [REDACTED] who is to lead the national anthem will follow the Director to the stage and begin the singing without additional cuing. [REDACTED] will return to her place in the audience.

c. The Director will then make his remarks with identification of the makeup of the audience. He will not ask the different groups to rise other than perhaps the 25-year awardees who will be seated in the front of all three sections in the auditorium.

d. The Director will introduce Dr. Kissinger. After Dr. Kissinger talks the Director will conclude the program and escort Dr. Kissinger from the auditorium.

EYES ONLY

EYES ONLY

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2. The Director does not wish to have his own 25-year certificate presented even as a token for all awardees.

3. The Director approved a mock-up program but suggested that another page be added to contain a short history of the Agency - this in response to our suggestion that many Agency employees would like to have copies of the program as mementos. (I subsequently went over the expanded program with [redacted] Production Manager, Printing Services Division, who will begin mocking up an eight page document. It appears that the photograph of the Headquarters Building will appear on the second page with the program events on the third page. The Directors and Deputy Directors would then occupy the fourth and fifth pages with history and quotes on the sixth and seventh pages.) We pointed out that this will mean adding four pages and he further suggested that we consider using extracts from statements of Presidents on intelligence. (The Director questioned whether the listing of Mr. William Jackson is correct in according him "The Honorable" since he has not been confirmed by the Senate. He agreed that no change should be made even if this is technically speaking an error.)

4. The Director instructed that no empty seats should be allowed in the auditorium on that date being very disconcerting to speakers to see numbers of blank places.

5. The Director returned to the matter of personally presenting certificates. He indicated that his reason for not wishing to do this as a part of the main ceremony was in deference to the senior guest who would otherwise be required to sit for this extended period. The Director indicated that if personal presentation with picture turned out to be important to many people he would be willing to have a second ceremony just for this purpose.

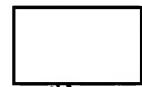
6. The Director instructed us to proceed as discussed but indicated a desire to have another review session closer to the event in order to assemble some data based on the makeup of the audience and other award winners who will not be present.

EYES ONLY

EYES ONLY

(Mr. Fisher asked Dr. Drell to do a first draft of the history and quotations inserts. The Director suggested on 31 August that we consider getting help from Mr. Cunningham on this subject.)

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John W. Coffey
Deputy Director
for Support

DD/S:JWC:l1c (31 August 1972)

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